

# Directorate Records Liaison Officer Designation



The following individual has been designated to serve as an official Records Liaison Officer for their respective organization in accordance with GPR 1440.8, Records Management. Effective October 1, 2009: Supervisors will ensure RLO responsibilities are included in employee performance plans.

## Records Liaison Officer:

Name:	Date:	Code:
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**Records Liaison Officer** – An individual designated by a primary organization to assist the organization ensure the proper creation, identification, maintenance, and preservation or disposition of all records generated in the organization. The Records Liaison Officer also serves as the organization's main point of contact to the Goddard Records Manager.

All personnel at GSFC, who create, maintain, or use records are required to safeguard, preserve and dispose of such records in accordance with NPR 1441.1, NASA Records Retention Schedule (NRRS) and GPR 1440.8, Records Management.

## Records Liaison Officer's responsibilities:

1. Consult with and respond to the Center Records Manager to ensure the proper creation, identification, maintenance, and preservation or disposition of all records generated within the organization.
2. Participate in the records management self-assessment program as necessary to ensure compliance with Agency requirements.
3. Coordinate with the Vital Records Manager to ensure the organization's vital records, including those in the possession of contractors, are identified and appropriately managed.
4. Work with the Office of Security to ensure only those individuals with the proper security clearance handle classified records.
5. Interface with the organization's records custodians to ensure records are appropriately identified and managed.
6. Attend training as specified in GPR 1440.8, GSFC Records Management Program and participate in quarterly records meetings.
7. Review and approve GSFC Form 22-41, Records Transmittal and Receipt, for official files eligible for transfer to the Washington National Records Center.

## DIRECTOR OF APPROVAL

Name:	Directorate:	
Signature:		Date: